

TOWN OF MANCHESTER

JOB DESCRIPTION FORM

Date: November 12, 2014

Title: Zoning Administrator

Supervisor: Town Manager

Department: Office of Zoning

Incumbent:

General Summary

The Zoning Administrator is a supervisory level position that reports to the Town Manager and is responsible for providing zoning services to the Town of Manchester (but not the Village of Manchester), for the administration and enforcement of zoning and other related bylaws and as further delineated herein and by State law and Town zoning bylaws. The Zoning Administrator is appointed by the Selectboard, (after nomination by the Planning Commission) to three (3) year terms. Successful candidates must be able to function independently with minimum supervision.

Knowledge, Skills and Abilities Required

- Knowledge of Vermont land use law [including the Vermont Planning and Development Act – 24 V.S.A. Chapter 117 or its successors] and the ability to apply knowledge to day-to-day zoning duties.
- Knowledge of the purpose, theory, and practice of zoning and planning; national best practices; and the ability to apply to day-to-day duties.
- Knowledge of real estate and construction terminology, laws, practices, principles and regulations.
- Knowledge of transportation systems, housing, conservation and historic preservation.
- Ability to quickly develop broad and in-depth knowledge of the Town Plan and Zoning Bylaws.
- Ability to perform detailed research and analysis.
- Ability to read, interpret and analyze blueprints, engineering plans and other design plans and technical specifications.
- Ability to effectively and clearly communicate – written, interpersonal and oral – and edit and prepare technical reports and present the information to various audiences. Ability to effectively communicate to large groups.
- Ability to provide excellent customer service, even under stressful circumstances, and the ability to mediate conflict.
- Ability to positively and effectively work with other Town departments and personnel and build consensus on issues related to zoning.
- Ability to build partnerships and coalitions with outside organizations and effective management of public policy to achieve desired outcomes.
- Ability to manage short-term and long-term management projects and draft reports summarizing findings and making recommendations.
- Ability to understand, analyze, and resolve complicated issues.
- Ability to proficiently use computer hardware and software, including mapping (GIS) software and databases.
- Ability to effectively write grant applications and manage grants within state and federal regulations.
- Ability to understand and manage sensitive information and complex and controversial political situations.
- Ability to manage day-to-day operations while planning for long-term success.
- Strong organizational skills.
- At least five (5) years successful experience with increasing responsibility in land use, zoning, public administration or related fields.
- Bachelor's degree in related field is strongly preferred but candidates will be considered on overall experience, qualifications, education and training.

Duties and Responsibilities

- Perform all functions related to the position of Zoning Administrator.
- Provide professional staff support to the Development Review Board, Design Review Board, other boards and commissions as assigned by the Town Manager.
- Attend board and commission meetings (unless otherwise excused by the Town Manager or board chair) and produce in a timely fashion minutes, agendas, briefing materials and other documents for meetings.
- Produce briefing documents, minutes and agendas for boards and commissions; post and warn documents as necessary.

- Process, file and record all paperwork associated with zoning functions.
- Keep accurate and timely records of activities, permits and other paperwork associated with zoning.
- Interpret the Town's Zoning Bylaws, Town Planning, regulations and ordinances and State law.
- Perform all special projects and studies as assigned by the Town Manager.
- Respond to public information requests; provide excellent customer service and assist public with researching zoning and planning records.
- Serve as primary contact for media on issues related to land use issues and zoning permits.
- Develop operating and capital budgets and manage department expenses and revenues.
- Perform general office functions including answering telephones, photocopying, filing, processing permits, and other related functions.
- Work cooperatively with other department heads, Listers and Assessor, Town Clerk and Planning Coordinator (or Director) on issues related to land use and records.
- Prepare and submit all necessary and appropriate reports as required to the State of Vermont, the Federal Government, boards and commissions or the Town Manager.
- Assist Selectboard, other boards and Town Manager in the promulgation of policies, ordinances, and regulations.
- Serve as a liaison between Planning Commission, development boards, Town Manager and Selectboard.
- Serve as the liaison to FEMA on issues related to flood regulations and flood insurance.
- Serve as town staff responsible for mapping and GIS, including roadway, flood and zoning maps.
- Serve as member of emergency management team in a leadership role (requires working during emergencies).
- Serve as Town 9-1-1 Coordinator.
- Other duties required by State and Federal law and Town Bylaws, Ordinances and regulations or assigned by the Town Manager.
- Issue zoning permits and certificates of occupancy or compliance within the limitations of the Bylaw and other applicable laws, ordinances and regulations.
- Assist landowners and interested parties with required forms and provide information about local permit requirements.
- Enforce all violations of the Bylaw, including the issuance of notices of violations.
- Draft decision that reflect the will of the Development Review Board and ensure that decisions are issued in a timely and procedurally correct manner.

Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position will, from time-to-time, work in the field and at construction sites. While performing the duties of this job, the employee may work in outside weather conditions. The employee may occasionally work near moving mechanical parts; occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, cold, heat, and vibrations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Administrator shall be able to:

- Work in excess of 40 hours per week. The Zoning Administrator is eligible for compensatory time for work that exceeds 40 hours per week (and approved by supervisor).
- Position requires a strong commitment. Position requires attending a substantial number of evening and weekend meetings, as well as working during emergencies and natural disasters.
- Position is generally assigned to the Manchester Town Hall, although routine field work is required. Some travel outside of Manchester may be involved.
- Position is governed by the conditions of the Town's Employee Handbook and other related policies.
- Ability to tolerate moderate noise levels in the work environment.
- As a term of employment the final successful candidate must pass a general background check and a character reference check.

Disclaimer

This job description is not intended to be an exhaustive list of any and all duties performed by the incumbent. Managers may use discretion when assigning duties to employees in order to ensure that the Department's responsibilities and duties are fulfilled.

Approvals

Department Head

Date

Town Manager

Date

Incumbent Employee

Date